

DEPARTMENT OF THE TREASURY

FINANCIAL CRIMES ENFORCEMENT NETWORK

SENIOR EXECUTIVE SERVICE

Vacancy Announcement FNSSES-07-002



Opening Date: June 29, 2007

Closing Date: August 7, 2007

This announcement is amended to modify both the Major Duties and Professional Technical Qualifications (PTQ) 1 and 2 in Section B. The closing date has also been extended.

POSITION: **Associate Director, Analysis & Liaison**
(Position is designated as Career Reserved)
ES-301 (Between \$ 111,676 and \$ 168,000 per annum)

LOCATION: **Financial Crimes Enforcement Network**
Analysis and Liaison Division
Vienna, Virginia

AREA OF CONSIDERATION: All Qualified US Citizens

(Applicants who do not submit all of the information required in the "HOW TO APPLY" section will not receive consideration)

MAJOR DUTIES

The Associate Director, Analysis & Liaison, is a member of FinCEN's senior executive team, supporting the Bureau's Director and managing through executive oversight and direction the Analysis & Liaison Division, which is now the largest of FinCEN's four divisions, currently consisting of over 100 staff working in five constituent offices. The offices within this division are responsible for the primary analytical work to detect financial crime, including terrorist financing, money laundering, and other illegal activity, both on a proactive basis identifying emerging trends and referrals to law enforcement, as well as in support of domestic and foreign law enforcement inquiries. The liaison activities are with respect to domestic law enforcement authorities (including major agencies' on-site

representatives that compose part of the division) and intelligence agencies, as well as foreign government agencies that are counterpart financial intelligence units (in particular, among the 106 national members of the Egmont Group).

The Associate Director promotes and guides the continuous exploration of advanced systems, techniques, and strategies to analyze and interpret Bank Secrecy Act information and financial transactions together with all source information to support efforts to combat terrorism, money-laundering, and other financial crimes. Oversees the development of reports, publications, analytical studies and products that indicate the nature of potential financial crime activity, emerging patterns, and strategies for detecting and preventing improper activity.

The Division's responsibilities require ongoing collaboration and cooperation with other organizations concerned with financial crimes. The Associate Director leads programs to provide advice, support and assistance to domestic and international intelligence and law enforcement staffs and financial organizations, through training, assistance, and access to and guidance in utilizing FinCEN's systems for remote access and delivery of information as well as on-site facilities for representatives of other agencies to conduct analytical research and analysis. Ensures that sensitive Bank Secrecy Act and related information is being utilized and protected consistent with applicable laws and information sharing agreements.

The Associate Director assures that effective management and supervisory practices are conducted, including establishing performance objectives and providing feedback, recruiting (in particular as the Division's staff resources are projected to grow in coming years), recommending personnel actions, and promoting equal employment opportunity. Represents FinCEN in meetings, conferences and other forums, including at an interagency level with other senior executives. Explains FinCEN's programs and objectives, promotes cooperative interaction and establishes partnerships.

For further information regarding FinCEN's mission, please visit our website at http://www.fincen.gov/af_mission.html

EQUAL EMPLOYMENT OPPORTUNITY

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FINCEN BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Virginia with free parking, shuttle service to and from the Dunn Loring Metro

station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

QUALIFICATION REQUIREMENTS

Applicants must be U.S. citizens.

The applicant's experience MUST have been at a sufficiently high level of difficulty to show clearly that the applicant possesses the professional and technical, as well as program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), and the Professional/Technical Program Qualifications (PTQ's). Please refer to the Office of Personnel Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a separate narrative statement addressing all of the ECQ's and PTQ's listed below. We recommend no more than two pages per core/technical qualification. However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the PTQ's.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications" provides detailed information on addressing the ECQ's and competencies and is available on the OPM website at <http://www.opm.gov/ses/qualify.asp#qualify>. You are strongly encouraged to follow the Challenge-Context-Action-Result Model outlined in the Guide when addressing the ECQ's and PTQ's. Your narrative statement should not exceed 2 pages for each individual ECQ.

A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

OPM has identified five ECQ's that are designed to assess executive experience and potential. The ECQ's measure whether an individual has the broad executive skills needed to succeed in the SES.

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and competencies and is available on the OPM website at www.opm.gov/ses/handbook.html.

ECQ 1 - LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies:

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

External Awareness – Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

Flexibility – Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

Strategic Thinking – Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

Vision – Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Competencies:

Conflict Management – Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

Leveraging Diversity – Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.

Developing Others – Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Team Building – Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies:

Accountability – Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service – Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Decisiveness – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Entrepreneurship – Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.

Problem Solving – Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Technical Credibility – Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies:

Financial Management – Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

Human Capital Management – Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.

Technology Management – Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Competencies:

Partnering – Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Political Savvy – Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Influencing/Negotiating – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

FUNDAMENTAL COMPETENCIES: These competencies are the foundation for success in each of the Executive Core Qualifications.

Please Note: Because the fundamental competencies are cross-cutting, they should be addressed over the complete ECQ narrative. It is not necessary to address them directly as long as the ECQ narrative, in its totality, shows mastery of these fundamental competencies overall.

Competencies:

Interpersonal Skills – Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

Oral Communication – Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

Integrity/Honesty – Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

Written Communication – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Continual Learning – Assesses and recognizes own strengths and weaknesses; pursues self-development.

Public Service Motivation – Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

B. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS (PTQ's)

1. Experience in research, investigation and/or analysis of varied data and information sources and utilizing and/or overseeing the use of advanced information technology systems. Please also

describe degree of exposure to and understanding of financial intelligence and/or financial transactions. **(Applicants must describe their relevant experience.)**

2. Experience in overseeing professional staff of different backgrounds and with respect to collaborative work, joint operations or other interaction with counterparts from different divisions, companies or agencies. **(Applicants must describe their relevant experience.)**

3. Experience in speaking about complex and sensitive program issues to senior executives, including presentations at meetings and conferences, requiring the ability to justify proposals and negotiate working relationships with individuals that may have conflicting views and priorities. **(Applicants must describe their relevant experience.)**

4. Experience in leading staff in developing written documents tailored to specific audiences, including publications related to research and/or analytical activities, policy and program proposals, and procedures and guidelines. **(Applicants must describe their relevant experience.)**

BASIS FOR EVALUATION:

A preliminary review of each application will be made by the Office of Human Resources to determine if the mandatory ECQ's and PTQ's are met. Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and PTQ's. The ERB will refer the top applicants to the selecting official for consideration. In most cases, an individual's executive qualification must also be certified by an OPM independent Qualifications Review Board as a prerequisite to final selection.

ADDITIONAL INFORMATION

The selectee for this SES position must be able to satisfy the following requirements:

1. This position is a sensitive position and the selectee must be able to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance;
2. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing;
3. File a statement of employment and financial interests upon entry, and annually thereafter;
4. OPM approval and a one-year probationary period will be required for any applicant who does not have SES Career status; and
5. Personal Identity Verification Credential: In accordance with Homeland Security Presidential Directive 12 (HSPD-12), the selectee(s) must be eligible to receive a Personal Identity Verification (PIV) credential. If selected, you must: 1. Present two forms of identification, of which at least one must be a valid Federal or State government issued picture ID. For a list of acceptable identification, visit <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>; 2. Receive a favorable background check which includes a successfully adjudicated FBI criminal history record check (fingerprint check) and a National Agency Check with Inquiries (NACI) or equivalent background investigation; and 3. Maintain eligibility for a PIV credential during your employment with the Department of the Treasury, Financial Crimes Enforcement Network as described above. Failure to comply with the PIV credential process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.

Domestic and international travel is required.

HOW TO APPLY

1. Applicants may submit OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format of their choice. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the OPM brochure, OF-510, "Applying for Federal Jobs." This brochure may be obtained at www.opm.gov/forms/pdfimage/of0510.pdf. The OF-612 may be obtained at www.opm.gov/forms/pdfimage/of0612.pdf
2. Applicants **MUST** also provide narrative statements addressing their experience, education and accomplishments for each of the mandatory ECQ's and the PTQ's on regular bond paper. We recommend no more than two pages per each core/technical qualification. While current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program do not need to address the ECQ's, the PTQ's **MUST** be addressed by all applicants.
3. Applicants who completed an OPM-approved SES candidate development program **MUST** submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment **MUST** submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status. Applicants who are current Federal employees must submit a copy of a recent SF-50, Notification of Personnel Action, that indicates Federal Status, grade, tenure and type of service.
4. Please download, complete, and submit the following optional forms:
 - SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
 - SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

5. The vacancy announcement number **MUST** be listed on the envelope and the first page of your application or resume. All application materials **MUST be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be considered.

You may FAX your application, including PTQ's and ECQ's, and SF-50 to (703) 905-5161. It **MUST be received** by midnight Eastern Standard Time (EST) on the closing date of this announcement, and you must indicate the announcement number for which you are applying.

It is the responsibility of the applicant to ensure that all materials are received by FinCEN on time and that the materials submitted are properly received and readable. Your application will be considered incomplete and you will be found ineligible, if you fail to submit the required documentation as specified in the announcement or if the required documents for a complete application package are illegible.

6. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.

7. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and will not receive consideration for this position. Applicant's qualifications will be evaluated solely on the information submitted in their application.

APPLICATION PACKAGES MUST BE MAILED TO:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement FNSES-07-002
P.O. Box 39
Vienna, VA 22183-0039**

**APPLICATIONS MUST BE POSTMARKED BY THE
CLOSING DATE OF August 7, 2007**

FOR FURTHER INFORMATION CONTACT:

For a copy of this announcement please visit the FinCEN website at,
http://www.fincen.gov/wn_jobposting.html

For additional information, please call:
Ms. Patti Jean Warren (703) 905-3971.